

Removing Sensitive Metadata in Word 2010 Documents

1. Open the document and save a copy to prevent loss of metadata in your original. Click File and bring up Backstage View. Under Prepare for Sharing and from Check for Issues options, click Inspect Document.
2. This will bring up Document Inspector dialog, listing multitude of options for inspecting; Comments, Revisions, Version, Document Properties, Personal Info, XML Data, Headers, Footers, Watermarks, Invisible Content, and Hidden Text, etc. Enable desired options available in the list and click Inspect.
3. Once inspection is completed , you can remove the inspected elements from the document by clicking Remove All with each option selected.
4. On clicking Remove All, all the specified elements will be removed from the document.
5. Create the .pdf